

# How to Use Allocation Favorites



1. Open the Expense Report with the items requiring allocation.
2. Click on the **Details** tab.

3. Select **Allocations**

4. Select individual expenses or click on the box next to date to select all expenses

## 5. Click on **Allocate Selected Expenses**

Allocations for Report: Instate Travel 7-16 to 31 Sgl

Expense List				Allocations						
<input type="checkbox"/> Allocate Selected Expenses <input type="button" value="Clear Selections"/> <input type="button" value="Summary"/>				<input type="button" value="Allocate By: v"/> <input type="button" value="Add New Allocation"/> <input type="button" value="Delete Selected Allocations"/> <input type="button" value="Favorites v"/> <input type="button" value="Add to Favorites"/>						
<input type="button" value="Select Group v"/>				<input type="checkbox"/> Percentage * Department <input type="button" value="h?"/> * Program <input type="button" value="h?"/> * Fund Source <input type="button" value="h?"/> * Fund <input type="button" value="h?"/> * Project <input type="button" value="h?"/>						
<input type="checkbox"/>	Date v	Expense	Group	Amount						
<input type="checkbox"/>	07/22/2013	Fixed Meals		\$28.00						
<input checked="" type="checkbox"/>	07/23/2013	Fixed Meals		\$28.00						
<input checked="" type="checkbox"/>	07/26/2013	Fixed Meals		\$36.00						
<input checked="" type="checkbox"/>	07/26/2013	Personal C...		\$173.46						
<input checked="" type="checkbox"/>	07/23/2013	Personal C...		\$45.77						

## 6. The Allocations area opens

Allocations for Report: Instate Travel 7-16 to 31 Sgl

Expense List		Allocations								Total:\$283.23 Allocated:\$283.23 (100%) Remaining:\$0.00 (0%)			
<input type="checkbox"/> Allocate Selected Expense		<input type="button" value="Allocate By: v"/> <input type="button" value="Add New Allocation"/> <input type="button" value="Delete Selected Allocations"/> <input type="button" value="Favorites v"/> <input type="button" value="Add to Favorites"/>											
<input type="button" value="Select Group v"/>		<input type="checkbox"/> Percentage * Department <input type="button" value="h?"/> * Program <input type="button" value="h?"/> * Fund Source <input type="button" value="h?"/> * Fund <input type="button" value="h?"/> * Project <input type="button" value="h?"/> * Class								Activity			
<input type="checkbox"/>	...	E...	...	Am...	<input type="checkbox"/>	100	STATE GOVERN...	(0850201) State...	(01000) STATE G...	(10100) Operati...	(01) STATE BASE...	301	
<input type="checkbox"/>	0...	F...	...	\$28...									
<input checked="" type="checkbox"/>	0...	F...	...	\$28...									
<input checked="" type="checkbox"/>	0...	F...	...	\$36...									
<input type="checkbox"/>	0...	P...	...	\$17...									

## 7. The default allocation type is Percentage. To allocate by amount click on the **Allocate By** tab and select **Amount**.

Allocations for Report: Instate Travel 7-16 to 31 Sgl

Expense List		Allocations								Total:\$283.23 Allocated:\$283.23 (100%) Remaining:\$0.00 (0%)			
<input type="checkbox"/> Allocate Selected Expense		<input type="button" value="Allocate By: v"/> <input type="button" value="Add New Allocation"/> <input type="button" value="Delete Selected Allocations"/> <input type="button" value="Favorites v"/> <input type="button" value="Add to Favorites"/>											
<input type="button" value="Select Group v"/>		<input checked="" type="radio"/> Percentage * Department <input type="button" value="h?"/> * Program <input type="button" value="h?"/> * Fund Source <input type="button" value="h?"/> * Fund <input type="button" value="h?"/> * Project <input type="button" value="h?"/> * Class								Activity			
<input type="checkbox"/>	...	E...	...	Am...	<input type="checkbox"/>	100	STATE GOVERN...	(0850201) State...	(01000) STATE G...	(10100) Operati...	(01) STATE BASE...	301	

## 8. Click on **Allocation Favorites** to display a list of saved allocations

## 9. Click on the Allocation Favorite you want to use

Allocations for Report: Instate Travel 7-16 to 31 Sgl

Expense List		Allocations								Total:\$255.23 Allocated:\$255.23 (100%) Remaining:\$0.00 (0%)			
<input type="checkbox"/> Allocate Selected Expense		<input type="button" value="Allocate By: v"/> <input type="button" value="Add New Allocation"/> <input type="button" value="Delete Selected Allocations"/> <input type="button" value="Favorites v"/> <input type="button" value="Add to Favorites"/>											
<input type="button" value="Select Group v"/>		<input type="checkbox"/> Percentage * Department <input type="button" value="h?"/> * Program <input type="button" value="h?"/> * Fund Source <input type="button" value="h?"/> * Fund <input type="button" value="h?"/> * Project <input type="button" value="h?"/> * Class								Activity			
<input type="checkbox"/>	...	...	...	...	<input type="checkbox"/>	100	STATE GOVERN...	(0850201) Statew...	(01000) STATE G...				
<input type="checkbox"/>	...	...	...	...									
<input type="checkbox"/>	...	...	...	...									
<input type="checkbox"/>	...	...	...	...									
<input checked="" type="checkbox"/>	...	...	...	...									
<input checked="" type="checkbox"/>	...	...	...	...									

Test Allocation

Project Z Allocations

Project CX Allocations

Project Radon CODing

GMan Allocation

OXY Project Allocation

10. Click **Yes** in the confirmation dialogue box to apply the saved allocations

### Please Confirm

Replace existing allocations with allocations in "Project CX Allocations"

Yes

No

11. Click **Save**

Allocations for Report: Instate Travel 7-16 to 31 Sgl

Expense List

Allocations

Total:\$255.23 Allocated:\$255.23 (100%) Remaining:\$0.00 (0%)

Allocate By: Add New Allocation Delete Selected Allocations Favorites Add to Favorites

<input type="checkbox"/>	Percentage	* Department	* Program	* Fund Source	* Fund	* Project	* Class
<input type="checkbox"/>	40	STATE GOVERN...	(0850201) Statew...	(01000) STATE G...	(10100) Operations	(01) STATE BASE...	301
<input type="checkbox"/>	60	STATE GOVERN...	(0850201) Statew...	(07BA0) 1300 NU...	(10100) Operations	(01) STATE BASE...	301

Save Cancel

Done

12. Click **OK**

### Success

Allocations have been saved.

OK

13. Click **Done** exit Allocations and return to the Expense Report detail

Allocations for Report: Instate Travel 7-16 to 31 Sgl

**Expense List**  
 Allocate Select  
 Select Group  
☐ ...  
☐ ...  
☐ ... 1  
☐ ... 2  
☐ ... 2  
☐ ... 2  
☐ ... 3

**Allocations**  
 Allocate By:   
 Add New Allocation   Delete Selected Allocations   Favorites   Add to Favorites  
☐ Percentage   \* Department   \* Program   \* Fund Source   \* Fund   \* Project   \* Class

☐ ...  
☐ ...  
☐ ... 1  
☐ ... 2  
☐ ... 2  
☐ ... 2  
☐ ... 3

Save   Cancel

Done

14. Any items that have been allocated will display a pie shaped icon. Hover over the icon with the mouse to view the allocations for that item.

Expenses					Move	Delete	Copy	View	
<input type="checkbox"/>	Date	Expense	Amount	Requested					
Adding New Expense									
<input type="checkbox"/>	07/26/2013	Fixed Meals Augusta, Georgia	\$36.00	\$36.00					
<input type="checkbox"/>	07/26/2013	Personal Car Mileage	\$173.46	\$173.46					